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File Clerk GS-5 - Slot #685

JOB SUMMARY:

The Cable Center is responsible for receiving, disseminating, dispatching, fulfilling service requests, and filing of all classifications of cables received from State, Army, Navy, Air, ICA and USIA as outlined in CIA Regulation No. 51-730 "Dissemination of Non-CIA Produced Cables and Telegrams".

The only complete files of all classifications of non-CIA cables are maintained in the Cable Center. Top Secret cables are kept for two years; cables classified Secret and below are kept for one year. The cable files have two primary subdivisions: producing agency and month received in the Cable Center. Within these two primary subdivisions, there are slight variations for each producing agency; but the reporting post and the cable number are usually the secondary subdivisions.

The Cable Center is responsible for fulfilling service requests which are requests for copies of cables, information, cable procurement, reference, and other related cable requests. Approximately 750 service requests are handled per month.

The Cable Center is responsible for procuring cables not routinely received by CIA or for those cables on which CIA was inadvertently left off the distribution. Liaison is maintained with State, Army, Navy, Air, ICA and USIA for all matters regarding cables.

The Cable Center maintains files of cable log records of Top Secret, Dulles, S/S (Department of State, Executive Secretariat) cables, as well as other related cable records.

The Cable Center notifies the OCI Secretariat and DD/P (OIS) of non-CIA cables referenced in CIA cables which are sent to the DCI. The CIA cable number and the non-CIA cable reference is reported to the Cable Center by the CIA Cable Secretariat. Approximately 75 CIA cables are reported per month.

DUTIES AND RESPONSIBILITIES:

1. Responsible for fulfilling service requests for copies of cables, information, cable procurement, reference, and other related cable requests. Inasmuch as the only complete files of all classifications of non-CIA cables are maintained in the Cable Center, requests are received from all offices of the agency, including the offices of the Deputy Directors as well as the DCI. Requests are received by telephone or made in person at the Cable Center. An average of 750 requests per month are received and serviced. These range from normal routine requests to complicated and urgent ones which require research, liaison, and speed of handling.

2. Responsible for notifying the OCI Secretariat and DD/P/OIS of non-CIA cables referenced in CIA cables which are sent to the DCI. The CIA cable

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number and the non-CIA cable reference is reported to the Cable Center by the CIA Cable Secretariat. Upon receipt of this information, the incumbent checks the files and records to determine whether the non-CIA cable was received by CIA. A form is filled out which shows the CIA cable number, the non-CIA cable citation: source, post, number, date, classification, type, date of receipt by the Cable Center or notification of non-receipt. NOTE: This operation plays a vital role in the DDI and DDP areas inasmuch as the DDI, DCI and Desk Officers in DD/P must be furnished copies of the non-CIA cables when referenced in CIA cables. The conduct of many CIA operations depend upon the prompt receipt of these cables.

3. Responsible for cable recalls. Upon receipt of notice of recall from cable sources, incumbent contacts cable recipients. This involves preparation of recall notice, follow up by phone, receiving proper number of copies and copy numbers, destruction certificates, preparation of dummy sheet for file, and preparation of memo of transmittal to source. All copies must be accounted for and promptly returned to the source.
4. Responsible for the preparation and submission of Time and Attendance records for the Cable Center. Incumbent maintains proper record of leave and overtime and prepares S.F. No. 71 "Application for Leave". Responsible for submitting the leave and overtime statistics to the Assistant Chief for inclusion in the Monthly Activity Report. Requests necessary overtime and holiday time from the Division Chief's office.
5. Each month the incumbent checks the Top Secret cable files and removes scheduled cables for destruction. Incumbent checks and records these cables on a certificate of destruction.
6. Responsible for the maintenance of files of all classifications of cables received by CIA from State, Army, Navy, Air, ICA and USIA. These are the central files of non-CIA cables in the agency.
7. Incumbent assists, and in the absence of the File Supervisor, is responsible for maintaining liaison with the Department of State for the procurement of cables (other than sensitive not received) by CIA. Incumbent also assists and maintains liaison with ICA and USIA for the procurement of cables.
8. Incumbent assists in filing cables.
9. Incumbent is responsible for the preparation of the service request portion of the monthly activity report in the absence of the File Supervisor.
10. Incumbent participates in rotation of duty (7:30-1600) every fifth pay period and works on Saturdays and holidays as scheduled.
11. Incumbent performs other clerical duties as required.

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SUPERVISION:

Incumbent is under the supervision of the Section Chief, GS-13 who determines job assignments and interprets Cable Center policy re non-CIA cable matters. The daily questions re cable files and records are referred to the File Supervisor, GS-7.

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